



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



Number: _____ Expiry Date: _____

Print Name: _____

Address: _____

is entitled to borrow materials from any branch of the
Guam Public Library System

The *above person* must present this card each time any materials are borrowed from any branch. S/He is responsible for all materials checked out on this card.

If card is lost or stolen, report it immediately.

Sign here _____

HOW TO GET A LIBRARY CARD

Welcome to the Guam Public Library System. There are six libraries within the GPLS. The main library, *Nieves M. Flores Memorial Library*, is located in Hagatna. The five branches are located in the villages of Agat, Barrigada, Dededo, Merizo, and Yona. Please feel free to browse through the libraries and become familiar with our services and collections. If you have any questions, please ask one of the library staff.

To check out materials, you are required to have a valid Guam Public Library System card, and please present your library card each time.

- Library cards are free to all residents who live on Guam.
- Library cards can be applied at any of the six libraries within the GPLS.
- Each person (age six and older) must have his/her own card.
- To obtain a library card, everyone (age six and above) must fill out an application form in person. Please sign your name in front of a library staff.
- All information on the application must be filled or it will not be processed.
- Identification (ID) must be presented at the time of application.
- ADULTS must show identification (ID) or combination of ID's that include all of the following three items: 1) current picture, 2) current address.
- Acceptable identification(s) include: Driver's license, Government of Guam ID, Military ID, Passport, MCB card, Automobile registration, Bank statement, Personal Mail with current postmark.

- UNIVERSITY/COLLEGE/HIGH SCHOOL students may use the following identification (ID): Current and valid student ID card issued by the school.
- MINORS without his/her own form of ID must obtain a parent or legal guardian's signature when applying for card. Parent or legal guardian must sign names in person in front of a library staff and must show acceptable ID(s).
- CHILDREN (age twelve and under) must have the application form signed by a parent or legal guardian. Parent or legal guardian must sign name in person in front of a library staff and must show acceptable ID(s).
- Your library card will be ready for you to pick up within one week at the library of application.

You can use your valid library card at any of the six (6) libraries within the Guam Public Library System.

Your valid library card is assigned for your own use only. You are responsible for all materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Please do not allow anyone else (e.g. other family members, friends, etc.) to use your library card.

If your card is lost or stolen, it is your responsibility to inform us immediately. Your report and date of reporting will be recorded. We will keep on alert so that no one else can use your lost card. There is a charge to replace the lost card.

If there are any changes on the information you have provided us, please let us know so that we can update your record.

LOAN PERIODS, LIMITS, FINES AND CHARGES

ITEM	LOAN	LIMIT PER PERIOD	TIMES TO RENEW	DAILY FINE	MAX. FINE
Books	21 days	6	2	\$0.25 per item	\$20
Paperbacks	21 days	6	2	\$0.25 per item	\$10
McNaughton Books	21 days	2	0	\$0.25 per item	\$20
Audio cassettes	14 days	2	0	\$0.25 per item	\$20
Kits	14 days	2	0	\$1.00 per item	\$20
Video Cassettes	7 days	2	0	\$1.00 per item	\$20

Additional cards for authorized family members.....\$0.75 each card
 Replacement of lost library card.....\$0.75 each card
 Audio/Video cassette(s) not properly rewind.....\$1.00 each item

LOAN PERIODS, LIMITS, FINES AND CHARGES

To ensure that your public libraries always have an adequate supply of materials for all patrons, the following loan periods, fines, charges and limits on the number of items allowed out each time apply to all cardholders of the Guam Public Library System.

- You are responsible for all the materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Again, please do no allow anyone else (e.g., other family members, friends, etc.) to use your library card.
- Upon submission of application, each new applicant can check out two (2) books only (not including McNaughton books or audiovisual materials), until a library card is issued.
- The maximum number of items any borrower can check out at one time is six (6) print, and two (2) non-print materials. Please consult the chart for limits on individual types of materials.
- Reference materials, periodicals, newspapers and collections in the Guam Room and Federal Documents Room are not for circulation.
- Print materials are circulated for twenty-one (21) days. The fine for overdue print materials is 25 cents per day per item. Most print materials can be renewed twice, on or prior to the due date. Please consult the chart for renewable materials.
- Audio recordings are circulated for fourteen (14) days. The fine for overdue audio recordings is 25 cents per day per item.
- Kits are circulated for fourteen (14) days to adults age 18 and above only. The fine for each overdue kit is \$1.00 per day per item.
- Video recordings are circulated for seven (7) days to adults age 18 and above only. The fine for overdue video recordings is \$1.00 per day per item.
- Library materials must be returned before closing time on the due date. Item(s) returned after the library closes will be treated as if returned on the next day the library is open.
- There will be no overdue fines charged on holidays and/or closed days.
- You can return or renew library material(s) at any of the six Guam Public Libraries. Again, most print materials can be renewed twice on or prior to the due date by telephone or in person. There are no renewals on McNaughton Books and audiovisual materials. Please consult the chart for renewable materials.
- For lost and/or damaged library materials, each item will be charged the current replacement cost + \$2.00 processing fee.
- For lost/damaged and overdue library materials, each item will be charged the current replacement cost + maximum fines + \$2.00 processing fee.
- For maximum fines of all materials, please consult chart.

Note: A borrower, who has overdue items, owes fines, or has damaged material(s) on record, will lose all borrowing privileges until the matter is cleared.

- Updated 2007Jun15

**Read a little every day!
 Fanaitai’ di’dide’ kada diha!**